

Foreign National Access Request

Instructions for Completing Request For Foreign Nationals to Access Information Technology Systems and Networks

1. All foreign nationals **MUST** complete this request in order to be granted access to Goddard Space Flight Center's (GSFC) information technology resources. All signatures on the Security Agreement are **REQUIRED**.
2. Submit the completed form through your Data Processing Installation Information Technology Security Official (DPI-ITSO) to the Center Information Technology (IT) Security Manager.
3. A completed copy of the Request and Security Agreement will be sent to the DPI-ITSO.
4. Any questions about this form should be directed to the IT Center Security Office.

**Goddard Space Flight Center
Request for Electronic Access to
Information Technology Resources**

DATE_____

NAME_____

1. REPRESENTATION

a. SPONSORING ORGANIZATION

b. IF EMPLOYED BY CONTRACTOR - NAME/CONTRACT #/EXPIRATION
DATE/COTR

c. IF EMPLOYED BY GRANT HOLDER - NAME/GRANT #/EXPIRATION
DATE

2. Nature of Request

a. SYSTEM/NETWORK(S) TO BE ACCESSED (NAME/OWNER/LOCATION)

b. LEVEL OF REQUESTED ACCESS: _____READ
_____WRITE_____EXECUTE

c. INFORMATION OWNER_____ ORG CODE _____

d. ACCESS PERIOD REQUEST
BEGIN (MONTH/DAY/YEAR) _____
END (MONTH/DAY/YEAR) _____

e. CATEGORIES OF INFORMATION TO BE ACCESSED (CHECK ALL THAT
APPLY)

DATA ARCHIVING AND REDUCTION

_____ EARTH & SPACE SCIENCE RESEARCH

_____ ENGINEERING

_____ EXPERIMENTAL RESEARCH

_____ FLIGHT INSTRUMENT SOFTWARE/HARDWARE DEVELOPMENT,
TESTING OR VERIFICATION

LIFE CRITICAL

_____ MAPPING, IMAGING OR MODELING

_____ MISSION CRITICAL

_____ PRINCIPAL INVESTIGATOR RESTRICTED

_____ RESTRICTED DATA OR SOFTWARE

OTHER (DESCRIBE)

3. Justification for Access (MAY ATTACH SEPARATE STATEMENT)

DESCRIBE NATURE OF ASSIGNMENT REQUIRING ACCESS

3. Security Controls Implemented on Network/System

a. PHYSICAL ACCESS TO FACILITIES AND HARDWARE

b. FILE ACCESS (TECHNICAL CONTROLS IN OPERATING SYSTEM)

ALL foreign nationals **MUST** obtain the signature of the authorizing official (Branch Head or higher) in order to be granted access.

AUTHORIZE _____ TO HAVE ACCESS TO THE
SYSTEMS, NETWORKS, AND APPLICATIONS LISTED IN THE REQUEST
ABOVE.

PRINTED NAME

ORG CODE

SIGNATURE

TITLE